



DARTMOUTH COLLEGE

Student Financial Services
6132 McNutt, Room 103
Hanover, NH 03755-3541

Email: student.financial.services@dartmouth.edu
Telephone: (603) 646-3230
Fax: (603) 646-3455

*****Direct Payment Program*****

The Dartmouth College Student Financial Services Office offers a service called the Direct Payment Program. If you choose to enroll in this program, the Student Financial Services Office will use the Automated Clearing House (ACH) to debit a bank account each month for the amount due on a loan. There is no additional cost for the program, in fact, you will save the cost of a check, the postage, and your time.

The ACH system requires that your checking or savings account be with a US based bank.

The Direct Payment Program works as follows:

- 1) Complete the authorization form on the back of this announcement. This requires the signature of the bank account owner.
- 2) Enclose a voided check.
- 3) We verify the Direct Payment information with ACH. This generally takes one or two monthly payment cycles. Monthly payments must continue until you are notified that Direct Payment has been activated.
- 4) We acknowledge that Direct Payment has been initiated and that you can stop sending in payments.
- 5) An activity summary will be mailed to you twice each year in January and July and during any month where there is a change in amount billed or the status of your loan(s).

Please note that the Direct Payment must pay at least the current amount due on the loan(s). If you would like to make additional principal payments each month, you may choose to have these additional payments deducted directly, too.

Please continue making the monthly payments until you receive an acknowledgment that Direct Payment has been established for the loan account.

If you have any questions, please contact us at (603) 646-3230

